

City of Torrance **Office of Cable and Community Relations** is recruiting for **Management Aide (Intern)**

\$16.74 - \$20.35 per hour
(Non-Benefited)



The City of Torrance is looking for a **Community Relations/Public Relations Intern** to assist in promoting the City through media relations and various community relations campaigns. This opportunity provides an excellent "hands-on" experience in the different elements of the field of public relations and public affairs.

The individual should be highly motivated, results-oriented, and have excellent communication and presentation skills.

Minimum Requirements

- Must be a currently-enrolled, full-time student attending school in the area of Journalism, Communications, Public Relations, Public Administration or a related field of study is required
- Strong interest in community/public relations and or local government
- Some experience with web content management
- Exceptional written and verbal communication skills
- Must have strong work ethic and show initiative
- A self-starter and detail-oriented
- Knowledge of Associated Press (AP) style and key public relations concepts
- Ability to handle multiple tasks
- Foster success through a professional appearance, being courteous to customers and all City of Torrance staff, and by having a positive attitude

Ideal Candidate

The ideal candidate should demonstrate:

- A strong writing background
- Knowledge of journalism and/or public relations practices
- Working knowledge of HTML/Java Script
- Working knowledge of desktop publishing software including Adobe Creative Suite
- Experience with email marketing software

Schedule

- ♦ 16-20 hours per week
- ♦ Must be available to work for at least 3-months (1 semester).

Duties and Responsibilities

- Update and maintain web content
- Design weekly e-Newsletters
- Produce weekly blogs and articles
- Develop and maintain database of local media contacts
- Assist with media relations efforts including localizing stories, pitching stories, writing and distributing press releases
- Assist in developing community relations/marketing campaigns and creating related collateral materials
- Other projects/duties as assigned

How to Apply

Interested candidates must submit an online application and resume at <http://www.TorranceCA.Gov/523.htm>.

Applications are accepted on a continuous basis until the position is filled.

For questions regarding the application process, call 310-618-2915.

Only those candidates whose training and experience best meet our requirements will be invited to interview.

If you have inquiries regarding this position, please contact Jamie Le via email to JLe@TorranceCA.Gov.

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

Applicants with disabilities who require special testing arrangements must contact Human Resources prior to the final filing date.

The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.

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